

(Name of the City, Tribe, or State)
(Pilot Name)
(location of area/site)

REQUEST FOR PROPOSAL

Note: The following example includes typical information included in Request for Proposals (RFP) for Brownfields properties. Some situations may require additional information not included in this example.

1.0 INTRODUCTION

The *(Pilot Name)* is soliciting responses for conducting a Phase I and II Environmental Site Assessment (ESA). The assessments will be conducted ***(provide a brief description of the brownfields area)***. This Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with cost estimates for services. The deadline for submittal in response to this solicitation is ***(insert date--generally 30 calendar days)***.

The United States Environmental Protection Agency (EPA) has selected this site as a Brownfields Pilot Project. Proposed work should meet federal requirements for work funded by an EPA Brownfields Grant.

1.02 SITE DESCRIPTION

(Provide a detailed description of the area or site. Attach maps and diagrams when appropriate. See example below).

The San Haven facility was a State-operated institution for mentally handicapped patients. The institution was built in 1898 by the State of North Dakota and had a 50-bed capacity. In 1985, the State of North Dakota (ND) was sued by family members of patients at the San Haven facility. The ND State Supreme Court ruled that the State of North Dakota had an obligation to de-institutionalize their current patient population for those mental patients who could be better provided for in a natural residential setting.

The State of North Dakota decided to close the doors and transfer the most severe patients to another State facility. In 1987, the State of North Dakota and other local government entities, including the Turtle Mountain Band of Chippewa, began a massive effort to create jobs that had been lost by the closing of the hospital. Local North Dakota State Representatives initiated a bill to the State Legislature to sell the San Haven facility to the private sector. The State legislature passed the bill and allocated \$500,000 to provide funding for the asbestos abatement that was contained in the buildings of San Haven. The State was responsible for removing any physical liabilities before the public sale. In 1992, the Turtle Mountain Band of Chippewa acquired the property and has assumed governmental authority of the property. A BIA Level II Contaminant Survey and asbestos abatement reports for the site are available upon request to assist in preparation of RFPs.

Diagrams attached to the end of this RFP illustrate buildings and other features across the site. The main hospital building was used as the sanitarium and is approximately 150,000 square feet. A central coal burning boiler system heated the facility with raw coal shipped in from a nearby railroad. Additional buildings located on the six-hundred-acre complex appear to have been used as additional housing and facility support. The abandoned and unoccupied buildings and former structures are in varying stages of deterioration and structural failure. Other features include a sewer line and a former lagoon system, potential solid waste/open dump sites, shells of electrical transformers, and unidentified waste that may be hazardous.

The complex was served by a flowing artesian well. The well continues to flow uncontrolled. The water leaves the well house and flows down a service road and continues across the east end of the grounds. There are also underground tunnels throughout the abandoned facility. The tunnels were used as conduits for heating water and electrical lines. The tunnels appear to also have served as walkways during inclement weather.

3.0 OBJECTIVES AND SCOPE

The overall goal of the (*Pilot Name*) brownfields effort is to ensure that contamination does not threaten public health and the environment during and after redevelopment of the site. The objective of this project is to identify the contaminants that may exist at the facility and remediation options. The work efforts for this project will fall into five discrete tasks as follows:

Task 1.0: Perform Phase I Environmental Site Assessment

Deliverable: Draft and Final ESA Report

Task 2.0: Develop EPA Quality Assurance Project Plan (QAPP)/Sampling and Analysis Plan (SAP)

Deliverable: Draft and Final QAPP

Task 3.0: Develop Phase II Work Plan including Health and Safety Plan

Deliverable: Draft and Final Written Work Plan

Task 4.0: Conduct Phase II Invasive Site Investigation

Deliverable: Draft and Final Phase II Report

Task 5.0: Environmental Education and meetings.

Task 6.0: Develop Cleanup and Remediation Options

Deliverable: Draft and Final Written Work Plan

(tasks may be added/deleted as they apply)

4.0 PROJECT CONTACT

(add contact name, address, and phone number)

5.0 METHODOLOGY FOR ENVIRONMENTAL ASSESSMENT/REMEDIALATION OPTIONS

The **(Pilot Name)** will review all environmental assessment proposals and subsequent work plans to determine if activities will meet the stated objectives of the Brownfields Initiative project before the start of assessment activities. The final scope of services will be negotiated and modified as site conditions warrant.

Phase I and II assessments are necessary for the purpose of this RFP. The Phase I ESA will document previous as well as contemporary uses of the site and the potential for contamination due to site uses and migration from surrounding properties. Findings from a Phase I ESA are normally based upon observations made on the property, interviews with people familiar with the property, and a review of public documents relevant to the property. Soil, air, or water sampling are not performed in a Phase I assessment.

The Phase I ESA will be conducted in accordance with the ASTM Standards on Environmental Site Assessments for Commercial Real Estate (ASTM Designation E1527-97), as well as applicable guidance of the *(City, State, County and/or Tribe)*.

Phase II ESA's evaluate potential concerns identified in the Phase I ESA. Phase II ESA's are tailored to meet site-specific needs based on current or future use of the property. At a minimum, this may involve limited sampling and analysis to confirm or rule out potential environmental concerns. The Phase II Invasive Site Investigation will follow guidelines, regulations and requirements of the designated lead regulatory agency, which the **(Pilot Name)** initially anticipates will be the _____. Phase II will also adhere to ASTM Standards for Phase II ESA's (ASTM Designation E1903-97), when applicable. If the Phase II work indicates the need for remedial action, a separate RFP soliciting proposals will be prepared. Sampling activities must be adequate to determine the presence or absence, magnitude, extent, and remediation options for contaminants that may pose a threat to redevelopment and future land use. Phase II work will also adhere to appropriate *(Federal/State/Tribal and/or other)* regulatory standards and may include identifying likely exposure pathways and characterizing risks to establish cleanup goals and to evaluate remediation options.

The EPA requires that all federally funded environmental monitoring and measurement efforts participate in a centrally managed quality assurance program. A Brownfields Pilot team generating data under this quality assurance program has the responsibility to implement procedures to ensure that the precision, accuracy, and completeness of its data are known and documented. To meet this responsibility, EPA requires that each Brownfields Pilot prepare a written QAPP which must be submitted to and approved by the EPA prior to the commencement of sampling on each targeted brownfields site. Section 6.0 discusses QAPP's in further detail.

Analysis of remediation options will be based on cleanup goals, methods, and costs considered acceptable by (*Pilot Name*) representatives, the community, and/or state/federal regulators. The contractor will provide information, and take feedback on a selected number of options and evaluation criteria, through progress reports to Pilot offices and the community participation process. Specific evaluation criteria that contractors will initially consider include the following: risk to public health, safety, and the environment (during and after redevelopment); implementability; effectiveness; consistency with federal, state, and local laws/regulations; degree of permanency; time; and cost. For the purpose of this RFP, remediation options shall include all corrective actions, such as closure of waste disposal or other types of features.

6.0 QUALITY ASSURANCE

The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project. Proposals must describe and provide a rationale for selecting locations, types, quantities, and analyses of proposed samples. Proposals should also include general equipment and methods for proposed sampling and analyses with references to specific federal, state, and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations equal to or below applicable cleanup standards for future land use.

The consultant will prepare a Quality Assurance Project Plan containing required information for approval by the U.S. EPA Region VIII, per document EPA 540-R-98-038, *Quality Assurance Guide for Conducting Brownfield Site Assessments*, September 1998. This includes but is not limited to the following:

- Data Quality Objectives
- Identification of project personnel, responsibilities, and applicable training
- Identification of laboratory
- Identification of analysis methods and detection limits
- Description of facilities and equipment (including calibration and maintenance requirements) to be used on-site concerning this project
- Sample preparation, handling, tracking, and shipping specifications (including numbers of samples, sample container types, holding times, preservatives needed)
- Quality Assurances/Quality Control sample type and frequency
- Maintenance of records and documentation

7.0 COMMUNITY OUTREACH/ENVIRONMENTAL EDUCATION PLAN

The level of community involvement varies, however it is an important component of the Brownfields redevelopment process. An example of a request for community involvement is provided below.

The Tribe plans to solicit community participation in the San Haven Redevelopment Project. The proposal should include a Community Outreach and Environmental Education Plan that describes the approach, schedule, and examples of educational materials that will be used to involve and educate the community on technical aspects of the environmental assessment. In

addition, the plan should specify the personnel to be involved in the on-site community training activities. Individuals should have demonstrated expertise in providing services within Native American communities.

At a minimum, the Tribe expects that a series of community meetings will be held to discuss objectives of the project, provide a mechanism for public input to the project, and provide periodic updates of project progress. The contractor must present information in layperson's terms and will include summaries of cleanup standards, assessment plans and results, and recommendations as they relate to brownfield project objectives and decisions. The proposal should describe the content or outline of the Community Outreach Environmental Education Plan.

8.0 HEALTH AND SAFETY REQUIREMENTS

The Project Manager and/or Technical Lead for the contractor must have advanced health and safety training as specified in OSHA, 29 CFR 1910.120. The proposed individual must be present on-site during any on-site work and sampling activities. All individuals must have appropriate Health and Safety training, to include 40-hour Hazardous Waste Site Operations and 8-hour Refresher courses. A site-specific health and safety plan must be prepared by a Certified Safety Professional or Certified Industrial Hygienist, and submitted prior to conducting on-site work. The proposal should provide an example outline or describe the type of information that will be included in the HSP. The HSP must be submitted as part of the Work Plan for the final negotiated scope of services and revised, as necessary, for subsequent work plans.

9.0 MBE/WBE UTILIZATION REQUIREMENTS

In accordance with EPA's Program for utilization of Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), the contractor must ensure to the fullest extent possible that at least ___% (distributed between MBE and WBE Business Enterprises at ___% and ___% respectively). Or the contractor must submit a percentage for EPA's approval. Federal funds for prime contracts or subcontracts for supplies, construction, equipment and/or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. To evaluate compliance with the Fair Share policy, the recipient also agrees to comply with the six affirmative steps below:

- Include qualified SBE's, MBE's, and WBE's on solicitation lists
- Assure that SBE's, MBE's, and WBE's, are solicited whenever they are potential sources
- Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of SBE's, MBE's, and WBE's
- Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBE's, MBE's, and WBE's
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate
- If the prime contractor awards contracts/procurement, require the contractor to take the affirmative steps in outlined above

10.0 DELIVERABLES

All deliverables should be submitted to **(Pilot Name)** in electronic and hardcopy formats. The proposal should describe the elements that will be in the work plans/reports or present an outline of the work plan/report format.

- Work Plan for Sampling, Analysis and other Assessments. This will consist of a revised proposal document, as negotiated with **(Pilot Name)** representatives. It will contain plans for necessary Phase I Assessment and Phase II Assessment activities as well as the Quality Assurance Project Plan and Health and Safety documents.
- Phase I Environmental Assessment Results. This will consist of a written summary of potential environmental concerns, with illustrations, for incorporation into the final Environmental Assessment report. These materials should document a level of effort consistent with the ASTM Standard E 1527.
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- Progress Reports / Invoice Submittals. These should occur on at least a monthly basis and contain short summaries of progress for all phases of work, data, and findings. Also, information that relates to decisions for subsequent assessment work or redevelopment will be reported in a timely manner, including:
 - Recognition of new, potential environmental concerns (verbally/ immediately)
 - Detection of contaminant concentrations or other features that exceed or may exceed levels requiring cleanup for intended land use (verbally/immediately)
 - Preliminary estimates of magnitude, extent, and regulatory implications (or risks, if necessary) of contaminants, in context of redevelopment and intended land use. The contractor will provide levels of confidence for estimated risks (monthly or as appropriate)
 - Quality Assurance/Quality Control shortcomings and corrective actions (verbally/immediately)
 - Health/Safety incidents (immediately)
- Work Plans for Additional Investigations (if needed). These will be negotiated with and approved by **(Pilot Name)** representatives.
- Draft and Final Quality Assurance Project Plan Report. The required elements are described in Section 6.0 of this RFP.
- Draft and Final Phase II Environmental Site Assessment Report. The report should provide a summary of procedures and results of the Phase I and Phase II ESA's, including definition of the lateral and vertical extent of contamination (and associated exposure pathways and risks, if necessary) which poses a threat to planned redevelopment. The report should also include recommendations for cleanup or other appropriate actions, with cost estimates. Risk and cost figures will be reported within acceptable (negotiated) levels of confidence. The report will also contain a brief summary of Quality Assurance/Quality Control performance. Appendices will include boring logs, raw field and laboratory analytical data, sample chain-

of-custody records, photograph logs, documentation of proper management of investigation-derived wastes, and abandonment records for boring and monitoring wells.

- Remediation options with preliminary cost estimates and levels of confidence (as appropriate).
- Community Outreach / Environmental Education Report. This report will summarize information presented and feedback received, relevant to redevelopment objectives and the scope of assessment work. This will include key interactions and feedback from federal, state, and local agencies. Section 7.0 provides more on activities related to this report.

11.0 QUALIFICATIONS

The proposal will include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas.

- managing and performing Phase I and II ESA's
- familiarity with Brownfields or equivalent processes should be described, giving examples of recent projects
- performing site remediation and closure feasibility assessments (to include estimating associated risks and costs)
- working with federal and state regulatory agencies
- working within Native American communities
- providing community outreach and environmental education
- experience on the uses of alternative or innovative technologies

In addition, the proposal will describe institutional qualifications (including certifications or licenses) for:

- boring and monitoring well installations (attach typical log diagram) and abandonment
- analytical laboratories, including results of participation in performance evaluation programs use of alternative/innovative technologies/equipment (as applicable)

Include references and names of staff persons involved in the projects described.

12.0 SCHEDULE AND COSTS

The proposal should include anticipated schedule and time/material cost estimates for the Environmental Assessment activities listed below, to be completed by (*insert date--generally 30 calendar days*).

The schedule should include provisions for the (*Pilot Name*) review, revision of draft deliverables, and preparation of the final documents. Unit rates on which costs are based should be attached to the proposal.

The work completed under this request for proposals is expected to be funded in part with funds from the US EPA. Neither the United States nor any of its departments, agencies or employees is, or will be, a party to this agreement or any lower-tier subagreement. This agreement is subject to regulations contained in 40 CFR Part 35 Subpart O in effect on the date of the assistance award for this project.

13.0 SUBMITTAL PROCEDURES

Written reponse proposals to this RFP must be received by *(insert date—generally 30 calendar days)*. Proposals received after this date will not be considered. Please deliever two copies of the proposal to:

The recieipient must supply a statement the consulting firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the pilot. No person having such interest shall be employed by or associated with consultant during the term of this agreement.

If you have any questions please contact:

14.0 SELECTION PROCESS

An evaluation committee comprised of *(Pilot)* staff will review each proposal. The *(Pilot Name)* reserves the right to reject all proposals. The cost of preparing responses to this RFP shall be borne by the respondents and shall not be reimbursed by the *(Pilot Name)*. Criteria for rating firms will include the following:

Proposals from responding firms will be scored on the following basis: *(this is just an example the list may include others)*

- Percent Professional and educational experience of key personnel to be assigned to the project, and the firm's experience with the type of the project/process as well as the project site. Firms that have developed approved QAPP's and Health and Safety plans will receive a minimum of 10 percentage points.
- Percent The firm's reputation for personal and professional integrity and competence, and ability to provide required services within the project period.
- Percent Inclusion in the response of convincing scientific/logical strategies and rocesses, To include innovative approaches as applicable.
- Percent Costs associated with the scope of work. Final costs will be negotiated with the selected firm upon submittal of a detailed work plan.